Instructions / User Manual to Head Masters

1. Visit website http://bsetelangana.org
2. Download the 'User Manual for Head Masters' from "Quick Links".
3. Read the User Manual thoroughly before proceeding further.
4. Click "Online Application Form" link from "Quick Links".
5. The Head Masters should furnish the Students data through Online as well as OMR cum ICR sheets compulsorily. If any school fails to furnish the data in both ways their data will become useless.
6. Before entering the Students information in the web site, prepare MNRs without any mistakes.
7. The information of the Regular Candidates with Vocational subjects, shall be furnished in the Web application form 'Regular with Vocational' only. No need to furnish the information in 'Regular without Vocational' Web application form. But while furnishing the data of Students of Regular with Vocational subjects in the OMR cum ICR forms the Head Master has to use separate sheets.
8. If Head Master wants to make corrections, click the 'Edit' button.
9. Click 'Print' button to print Student information.
10. After thoroughly ensuring that the Student information is 100% accurate, then click 'Confirm' button. Once 'Confirm' button is clicked, 'Edit' option will be blocked.
11. Take two printouts of the information of the Students of all the Streams, obtain the signature of the concerned students, duly affixing the signature of the Head Master also. One set can be preserved for office purpose and other set shall be sent to DGE office along with the following information.

    a) OMR cum ICR Sheets.
    b) Manual Nominal Rolls (MNRs).
    c) Original fee Challan.
    d) Figure statement.
    e) Opening permission/ETRs in respect of Private/Aided.
    f) Age condonation orders if any.
    g) PH Certificates if any.
    h) Second languages exemption certificates in respect of out of state candidates if any.
    i) Fee exempted students list.
    j) Memos of the failed candidates prior to 2014.

12. Also keep ready Student Photo and Signatures with following specifications

    a) File format should be .jpg .

    b) Photo file should be less than 30 KB size and Signature file should be less than 15 KB.

    c) Student Photo and Signature should be clearly visible (Use Black ball point pen for signature of the student).

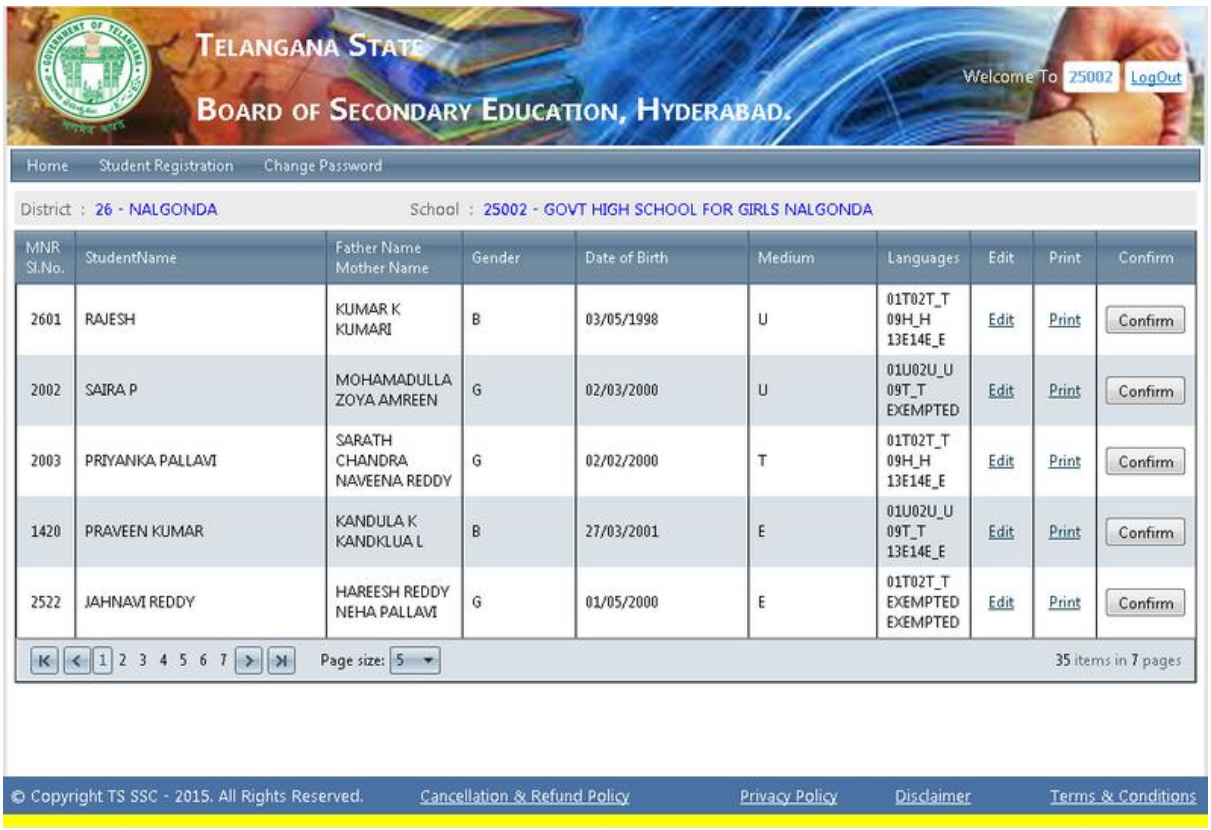
    d) The Head Master should ensure the above specifications are followed while uploading the Student Photo and Signature.

13. Click "Online Application Form" link from "Quick Links". You will get the following screen shot.

14. Enter School Code name in the 'User Name' and Password' column.

15. Change Password if necessary.

16. Next you will get the following screen shot.


TELANGANA STATE
BOARD OF SECONDARY EDUCATION, HYDERABAD.
Welcome To 25002 LogOut
Home Student Registration Change Password
District : 26 - NALGONDA School : 25002 - GOVT HIGH SCHOOL FOR GIRLS NALGONDA
MNR Sl.No. StudentName Father Name Mother Name Gender Date of Birth Medium Languages Edit Print Confirm
2601 RAJESH KUMAR K KUMARI B 03/05/1998 U 01T02T_T 09H_H 13E14E_E Edit Print Confirm
2002 SAIRA P MOHAMADULLA ZOYA AMREEN G 02/03/2000 U 01U02U_U 09T_T EXEMPTED Edit Print Confirm
2003 PRIYANKA PALLAVI SARATH CHANDRA NAVEENA REDDY G 02/02/2000 T 01T02T_T 09H_H 13E14E_E Edit Print Confirm
1420 PRAVEEN KUMAR KANDULA K KANDKLUA L B 27/03/2001 E 01U02U_U 09T_T 13E14E_E Edit Print Confirm
2522 JAHNAVI REDDY HAREESH REDDY NEHA PALLAVI G 01/05/2000 E 01T02T_T EXEMPTED EXEMPTED Edit Print Confirm
1 2 3 4 5 6 7 Page size: 5 35 items in 7 pages
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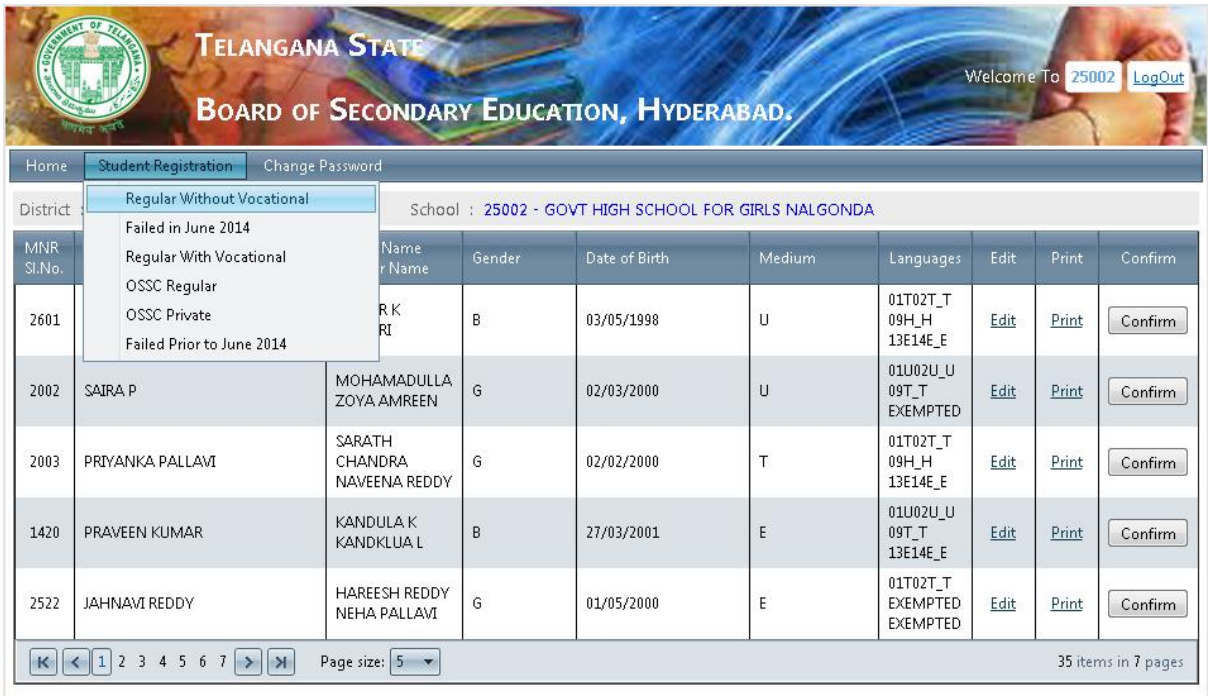
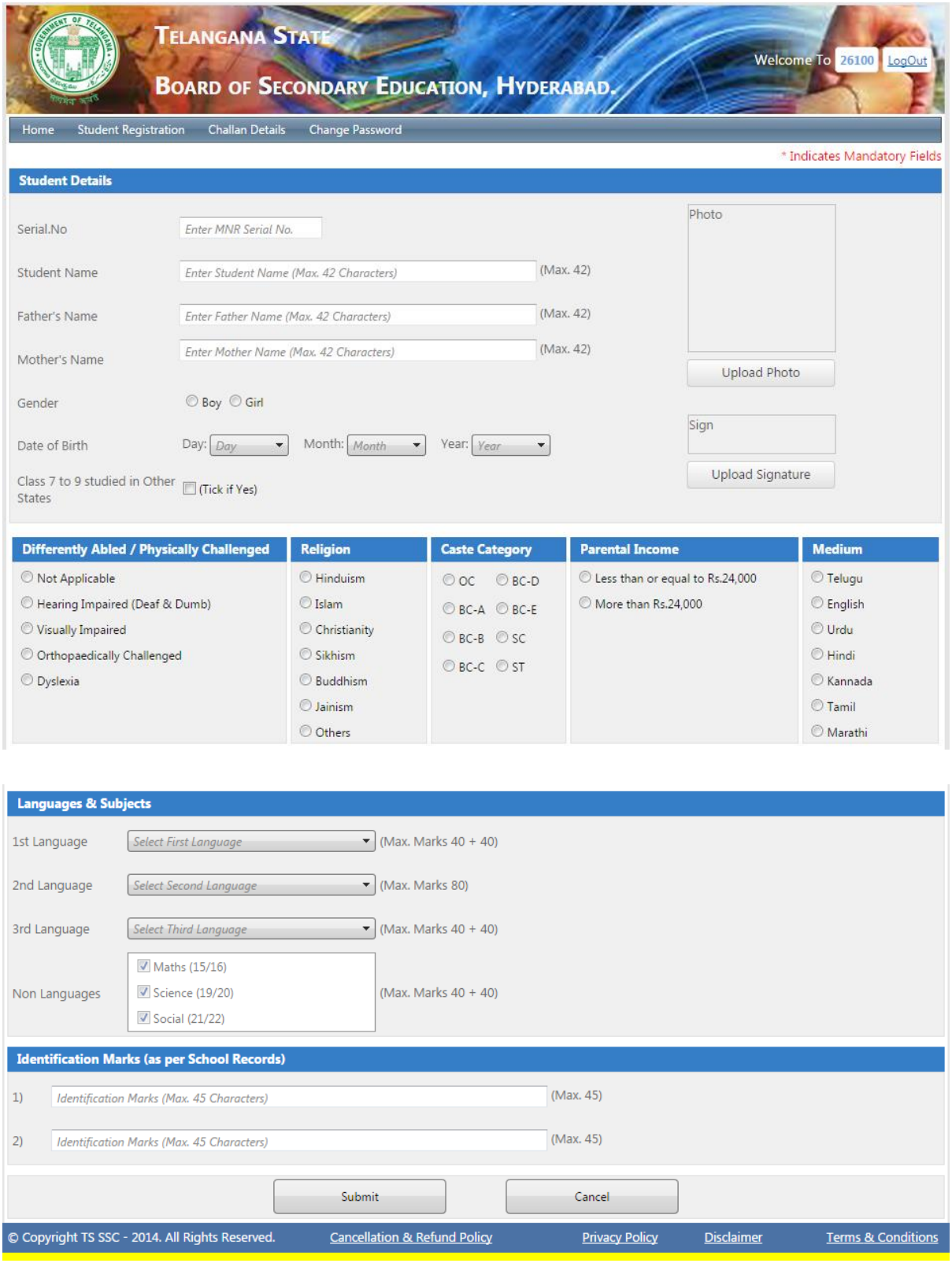
I. Procedure to enter 'Regular without Vocational' Candidates :

1. Click 'Student Registration' button and Select 'Regular without Vocational' option as shown below.


TELANGANA STATE
BOARD OF SECONDARY EDUCATION, HYDERABAD.
Welcome To 25002 LogOut
Home Student Registration Change Password
Regular Without Vocational
Failed in June 2014
Regular With Vocational
OSSC Regular
OSSC Private
Failed Prior to June 2014
District : School : 25002 - GOVT HIGH SCHOOL FOR GIRLS NALGONDA
MNR Sl.No. Gender Date of Birth Medium Languages Edit Print Confirm
2601 B 03/05/1998 U 01T02T_T 09H_H 13E14E_E Edit Print Confirm
2002 SAIRA P MOHAMADULLA ZOYA AMREEN G 02/03/2000 U 01U02U_U 09T_T EXEMPTED Edit Print Confirm
2003 PRIYANKA PALLAVI SARATH CHANDRA NAVEENA REDDY G 02/02/2000 T 01T02T_T 09H_H 13E14E_E Edit Print Confirm
1420 PRAVEEN KUMAR KANDULA K KANDKLUA L B 27/03/2001 E 01U02U_U 09T_T 13E14E_E Edit Print Confirm
2522 JAHNAVI REDDY HAREESH REDDY NEHA PALLAVI G 01/05/2000 E 01T02T_T EXEMPTED EXEMPTED Edit Print Confirm
1 2 3 4 5 6 7 Page size: 5 35 items in 7 pages

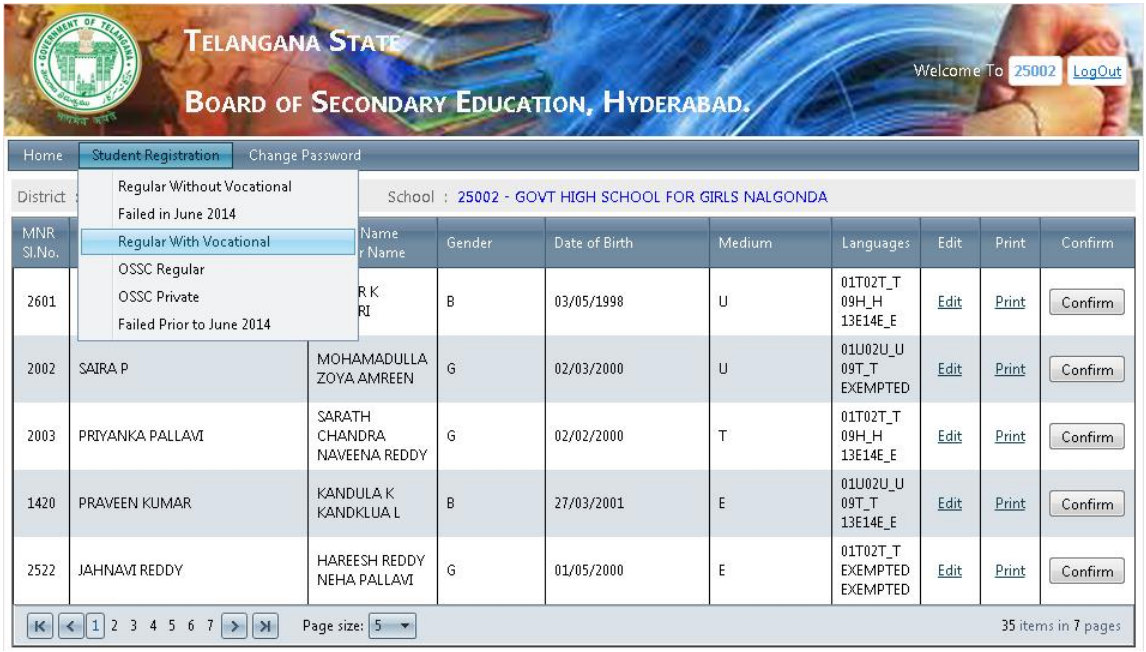
2. The below Web Application Form will be displayed.



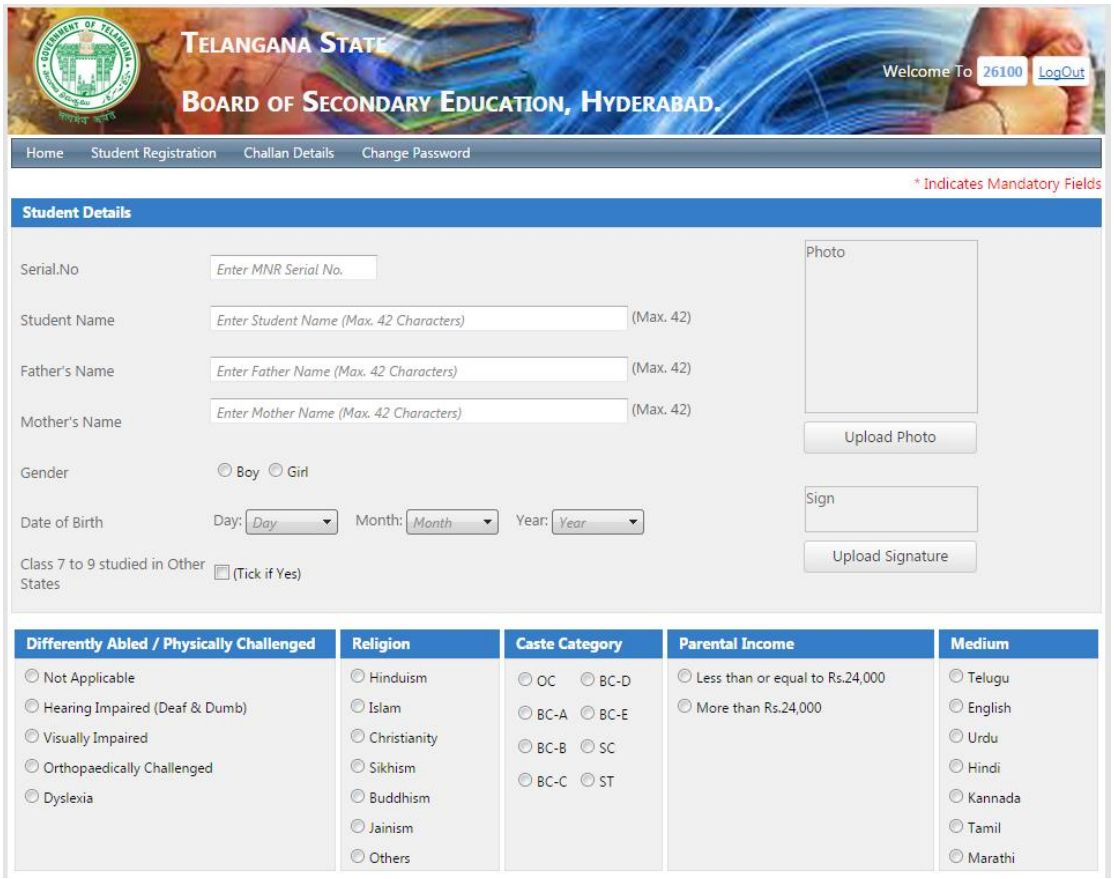
Fill the above details and press 'Submit' button, you will get 'Success' message. Similarly furnish the information of all the Regular candidates.

II. Procedure to enter 'Regular with Vocational' Candidates:

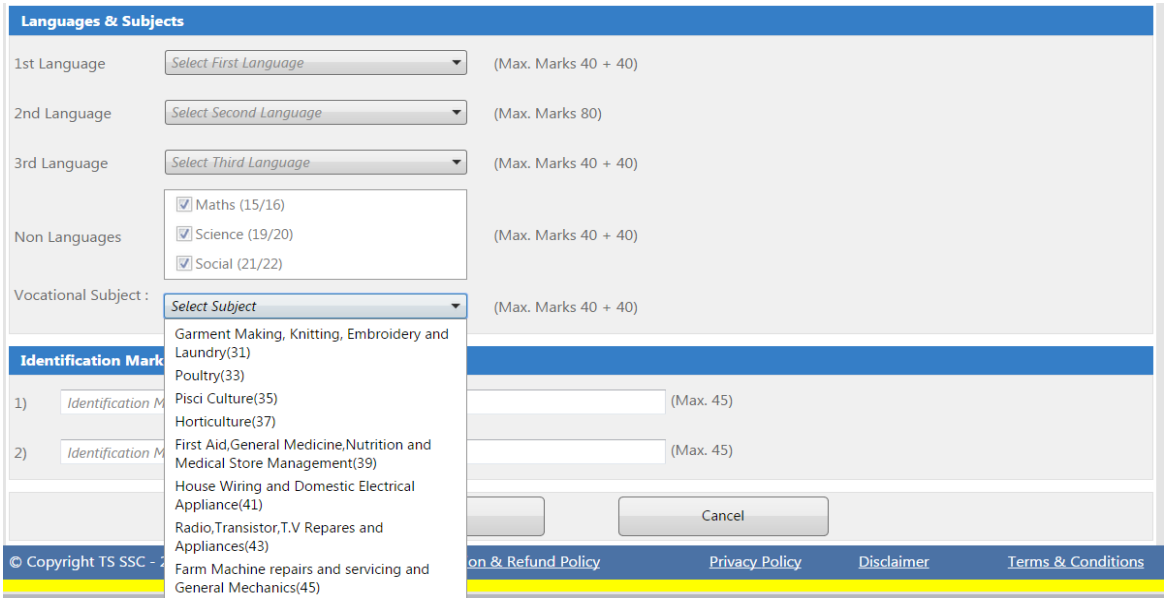
1. Click 'Student Registration' button and Select 'Regular with Vocational' option as shown below.

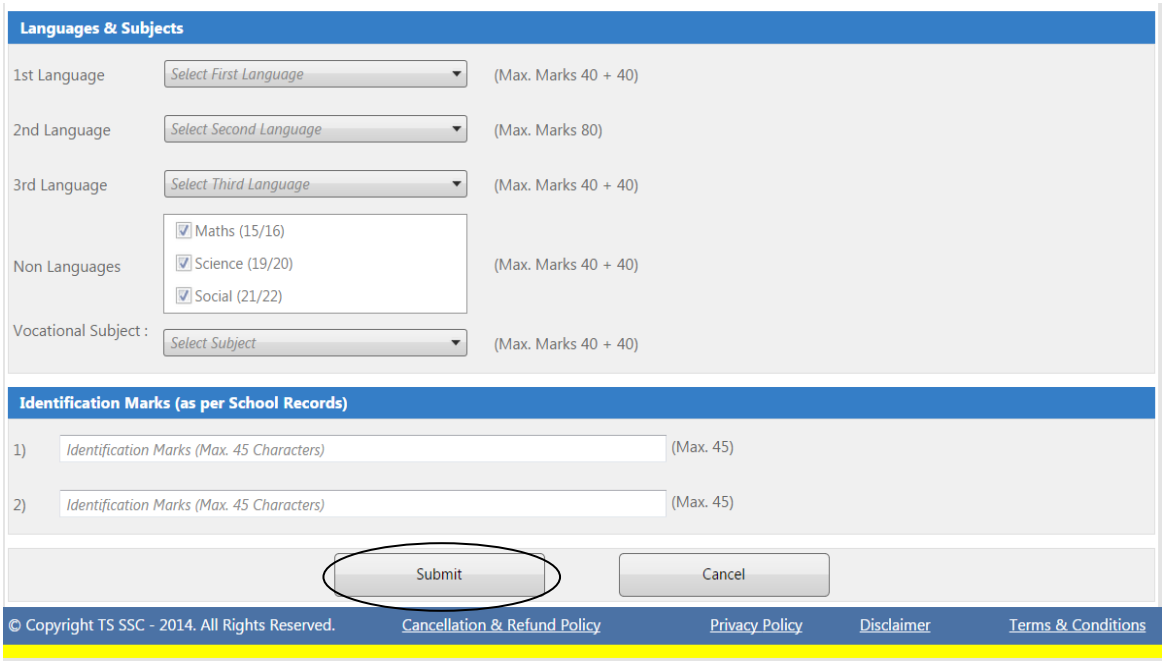

TELANGANA STATE
BOARD OF SECONDARY EDUCATION, HYDERABAD.
Welcome To 25002 LogOut
Home
Student Registration
Change Password
Regular Without Vocational
Failed in June 2014
Regular With Vocational
OSSC Regular
OSSC Private
Failed Prior to June 2014
District :
School : 25002 - GOVT HIGH SCHOOL FOR GIRLS NALGONDA
MNR Sl.No.
Name
Gender
Date of Birth
Medium
Languages
Edit
Print
Confirm
2601 B 03/05/1998 U 01T02T_T 09H_H 13E14E_E Edit Print Confirm
2002 SAIRA P MOHAMADULLA ZOYA AMREEN G 02/03/2000 U 01U02U_U 09T_T EXEMPTED Edit Print Confirm
2003 PRIYANKA PALLAVI SARATH CHANDRA NAVEENA REDDY G 02/02/2000 T 01T02T_T 09H_H 13E14E_E Edit Print Confirm
1420 PRAVEEN KUMAR KANDULA K KANDKLUA L B 27/03/2001 E 01U02U_U 09T_T 13E14E_E Edit Print Confirm
2522 JAHNAVI REDDY HAREESH REDDY NEHA PALLAVI G 01/05/2000 E 01T02T_T EXEMPTED EXEMPTED Edit Print Confirm
1 2 3 4 5 6 7
Page size: 5
35 items in 7 pages

2. After selection the below Web Application Form will be displayed.



Click Vocational Subject option, then you will get the Subjects list, select the Subject from the List.

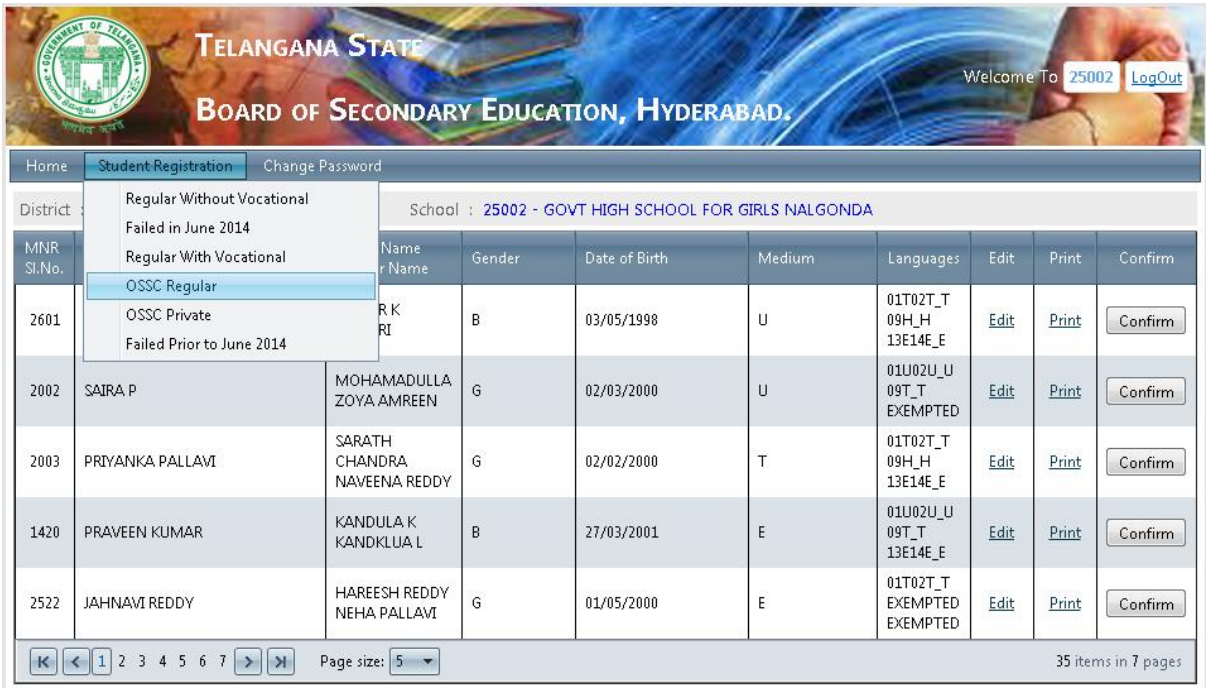




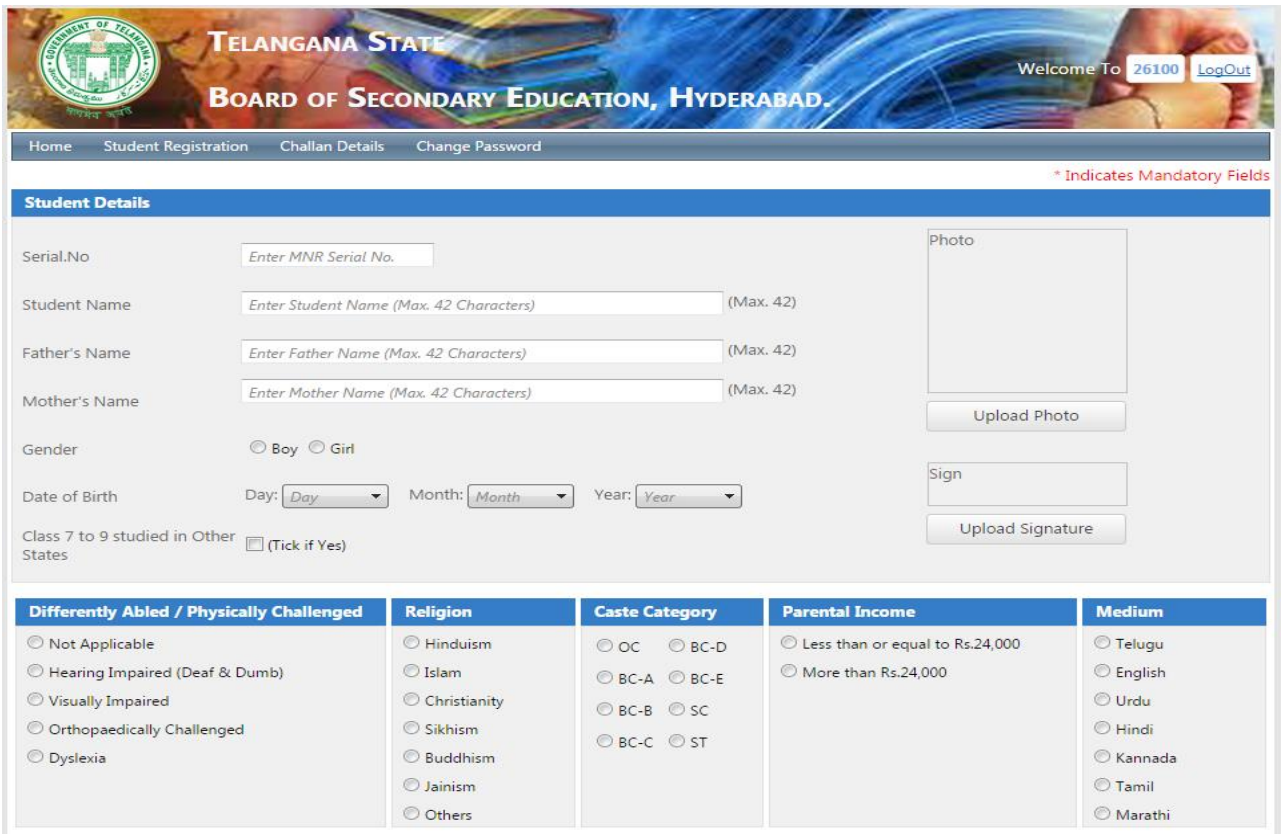
Fill the above details and press 'Submit' button, you will get 'Success' message. Similarly furnish the information of all the Regular with Vocational candidates.

III. Procedure to enter 'OSSC Regular' Candidates :

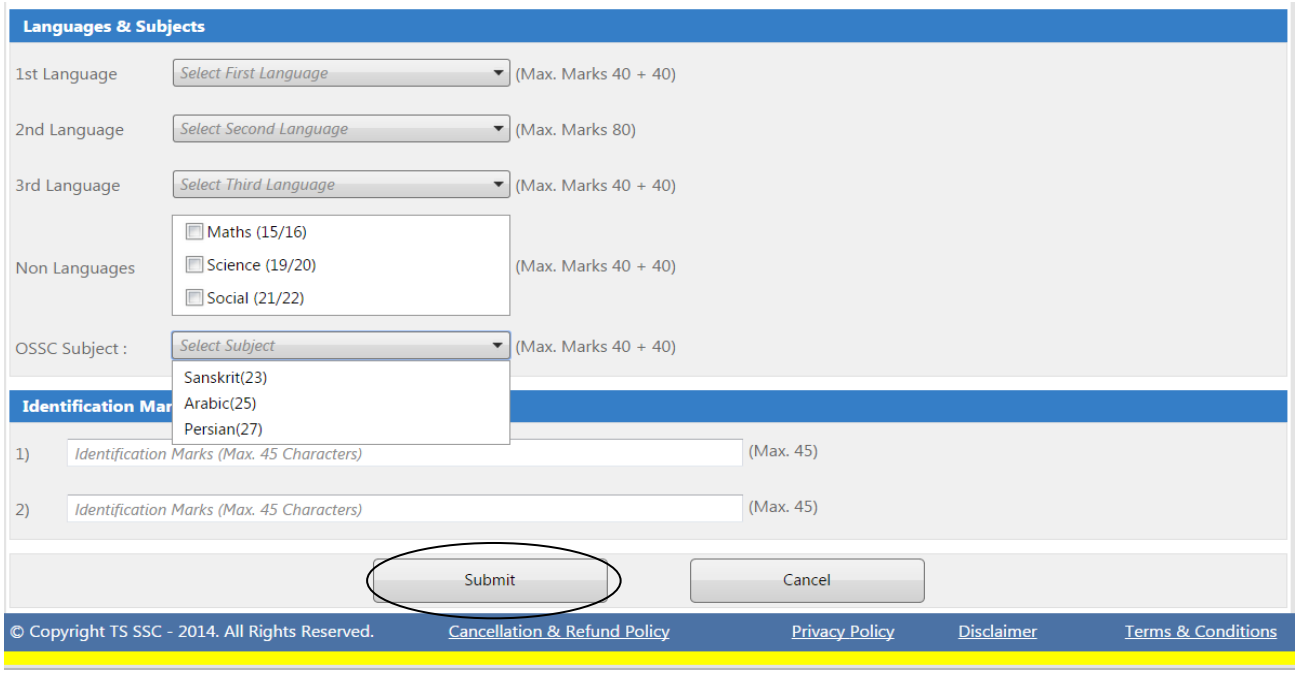
1. **Click 'Student Registration' button and Select 'OSSC Regular' option as shown below.**


TELANGANA STATE
BOARD OF SECONDARY EDUCATION, HYDERABAD.
Welcome To 25002 LogOut
Home
Student Registration
Change Password
Regular Without Vocational
Failed in June 2014
Regular With Vocational
OSSC Regular
OSSC Private
Failed Prior to June 2014
District :
School : 25002 - GOVT HIGH SCHOOL FOR GIRLS NALGONDA
MNR Sl.No.
Name
Gender
Date of Birth
Medium
Languages
Edit
Print
Confirm
2601 B 03/05/1998 U 01T02T_T 09H_H 13E14E_E Edit Print Confirm
2002 SAIRA P MOHAMADULLA ZOYA AMREEN G 02/03/2000 U 01U02U_U 09T_T EXEMPTED Edit Print Confirm
2003 PRIYANKA PALLAVI SARATH CHANDRA NAVEENA REDDY G 02/02/2000 T 01T02T_T 09H_H 13E14E_E Edit Print Confirm
1420 PRAVEEN KUMAR KANDULA K KANDKLUA L B 27/03/2001 E 01U02U_U 09T_T 13E14E_E Edit Print Confirm
2522 JAHNAVI REDDY HAREESH REDDY NEHA PALLAVI G 01/05/2000 E 01T02T_T EXEMPTED EXEMPTED Edit Print Confirm
Page size: 5
35 items in 7 pages

2. **After selection the Web Application Form will be displayed as shown below**



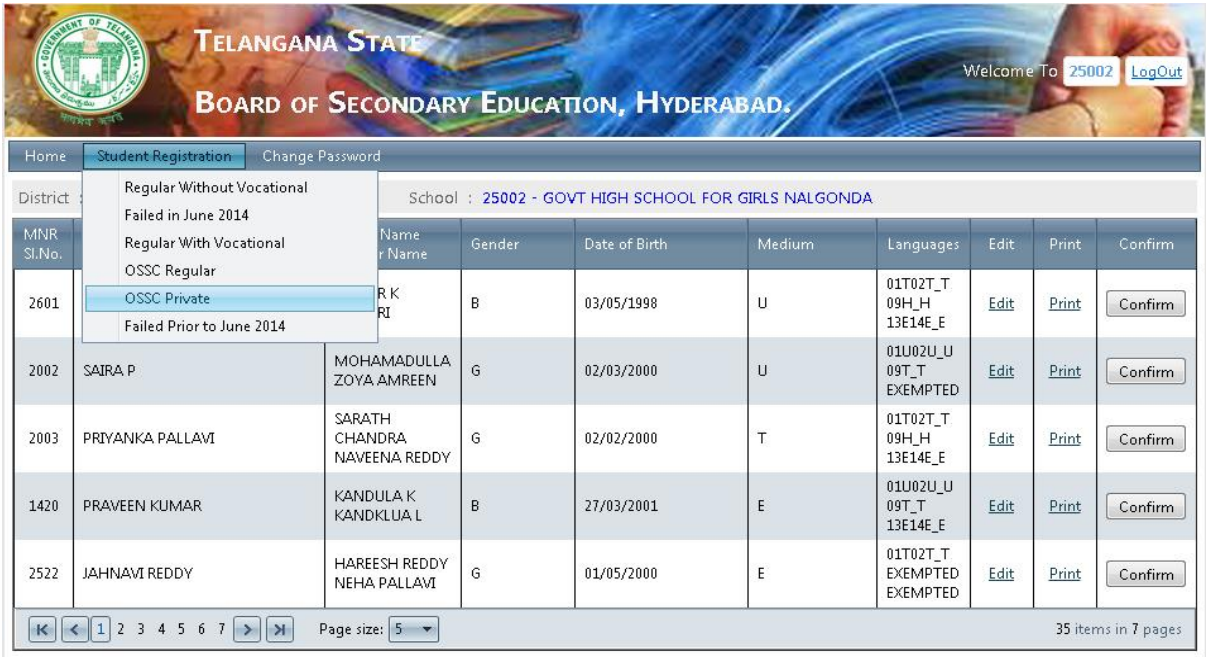
Select any two Non Languages subjects. Click OSSC Subject option, then you will get the Subjects list, select the Subject from the List.



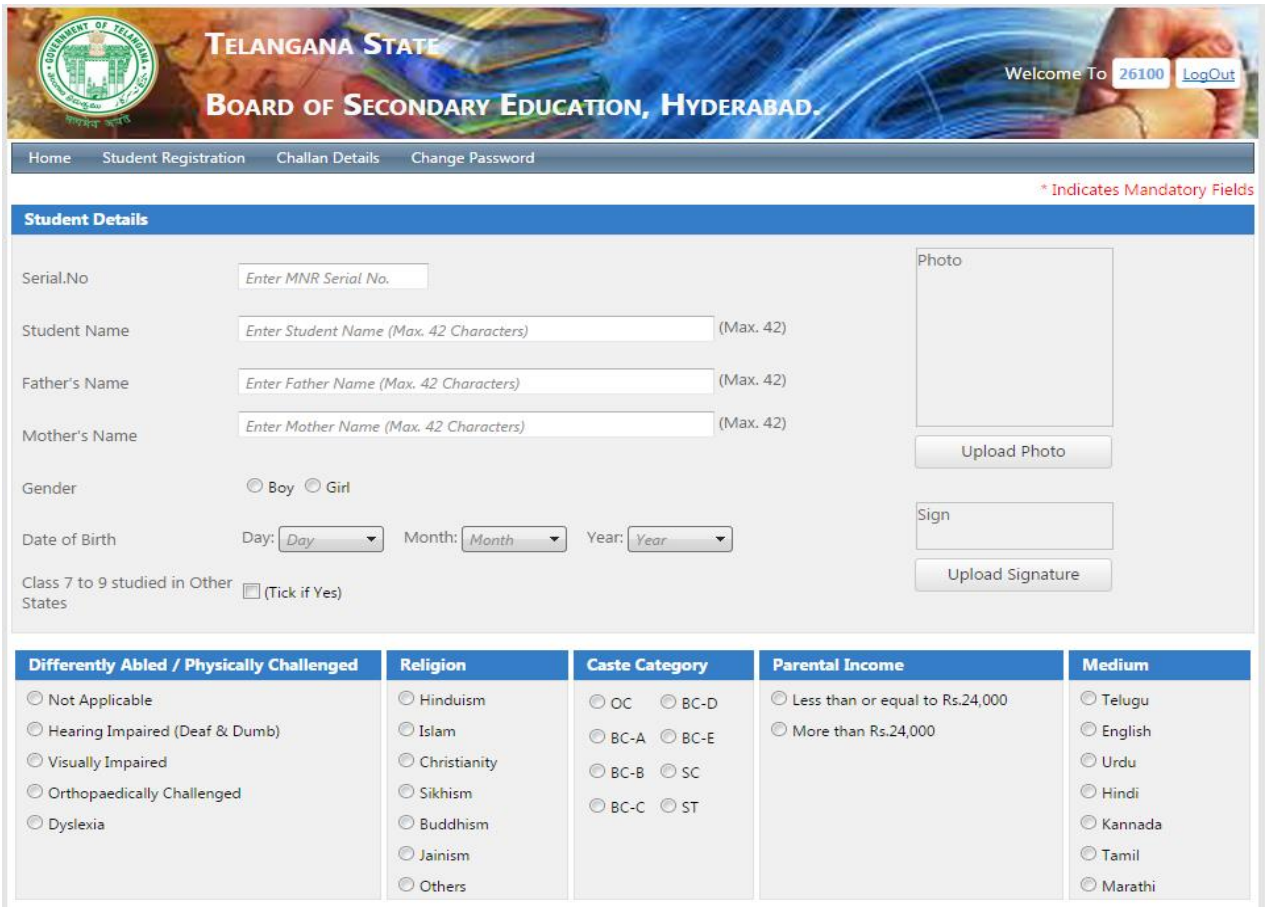
Fill the above details and press 'Submit' button, you will get 'Success' message. Similarly furnish the information of all the OSSC Regular candidates.

IV. Procedure to enter 'OSSC Private' Candidates :

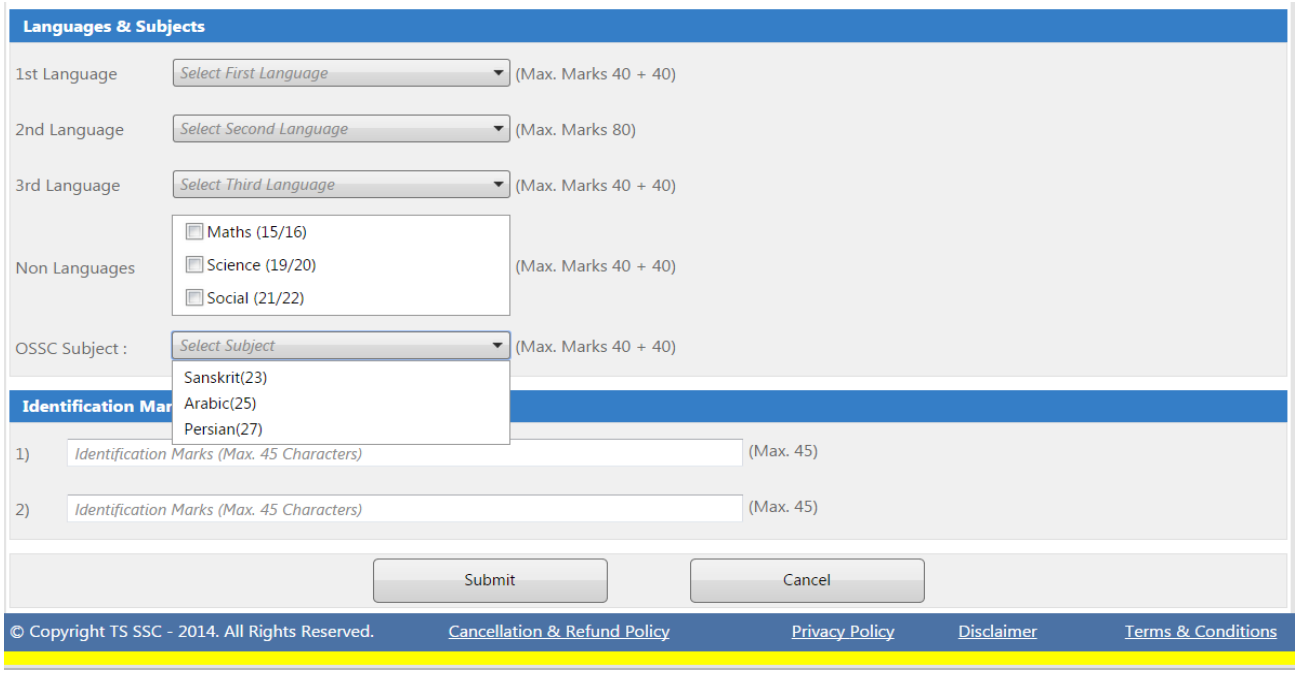
1. **Click 'Student Registration' button and Select 'OSSC Private' option as shown below.**


TELANGANA STATE
BOARD OF SECONDARY EDUCATION, HYDERABAD.
Welcome To 25002 LogOut
Home
Student Registration
Change Password
Regular Without Vocational
Failed in June 2014
Regular With Vocational
OSSC Regular
OSSC Private
Failed Prior to June 2014
District :
School : 25002 - GOVT HIGH SCHOOL FOR GIRLS NALGONDA
MNR Sl.No.
Name
Gender
Date of Birth
Medium
Languages
Edit
Print
Confirm
2601 B 03/05/1998 U 01T02T_T 09H_H 13E14E_E Edit Print Confirm
2002 SAIRA P MOHAMADULLA ZOYA AMREEN G 02/03/2000 U 01U02U_U 09T_T EXEMPTED Edit Print Confirm
2003 PRIYANKA PALLAVI SARATH CHANDRA NAVEENA REDDY G 02/02/2000 T 01T02T_T 09H_H 13E14E_E Edit Print Confirm
1420 PRAVEEN KUMAR KANDULA K KANDKLUA L B 27/03/2001 E 01U02U_U 09T_T 13E14E_E Edit Print Confirm
2522 JAHNAVI REDDY HAREESH REDDY NEHA PALLAVI G 01/05/2000 E 01T02T_T EXEMPTED EXEMPTED Edit Print Confirm
1 2 3 4 5 6 7
Page size: 5
35 items in 7 pages

2. **After selection the Web Application Form will be displayed as shown below**



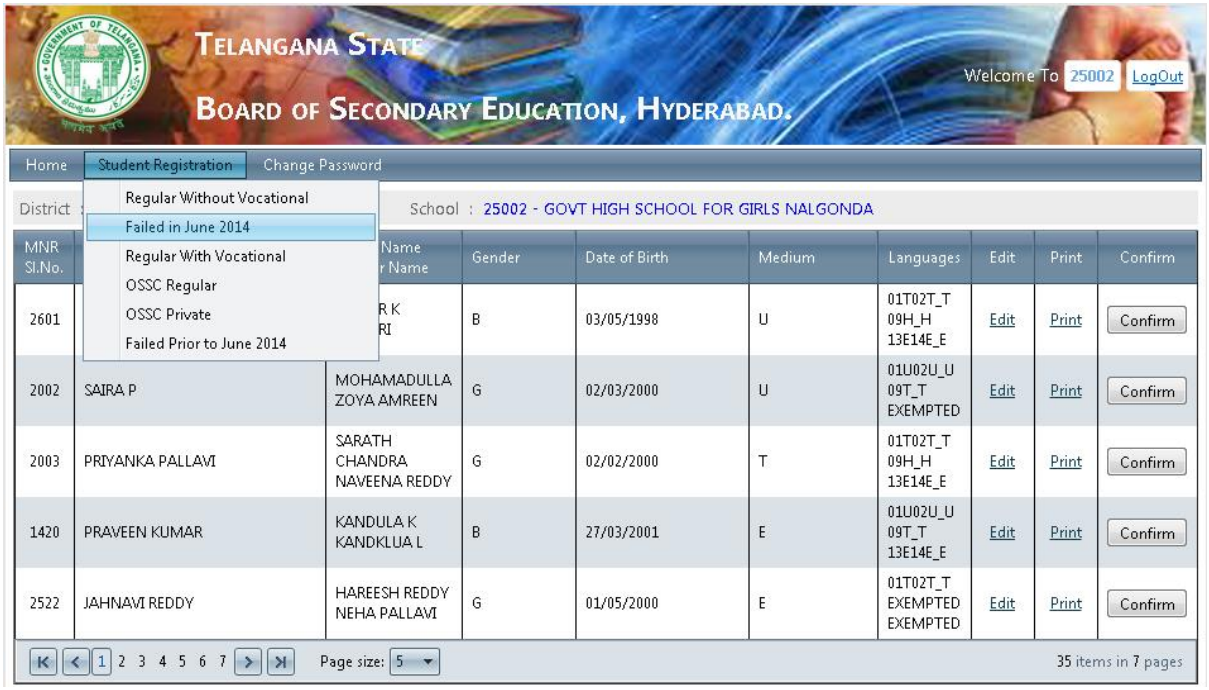
Select any two Non Languages subjects. Click OSSC Subject option, then you will get the Subjects list, select the Subject from the List.



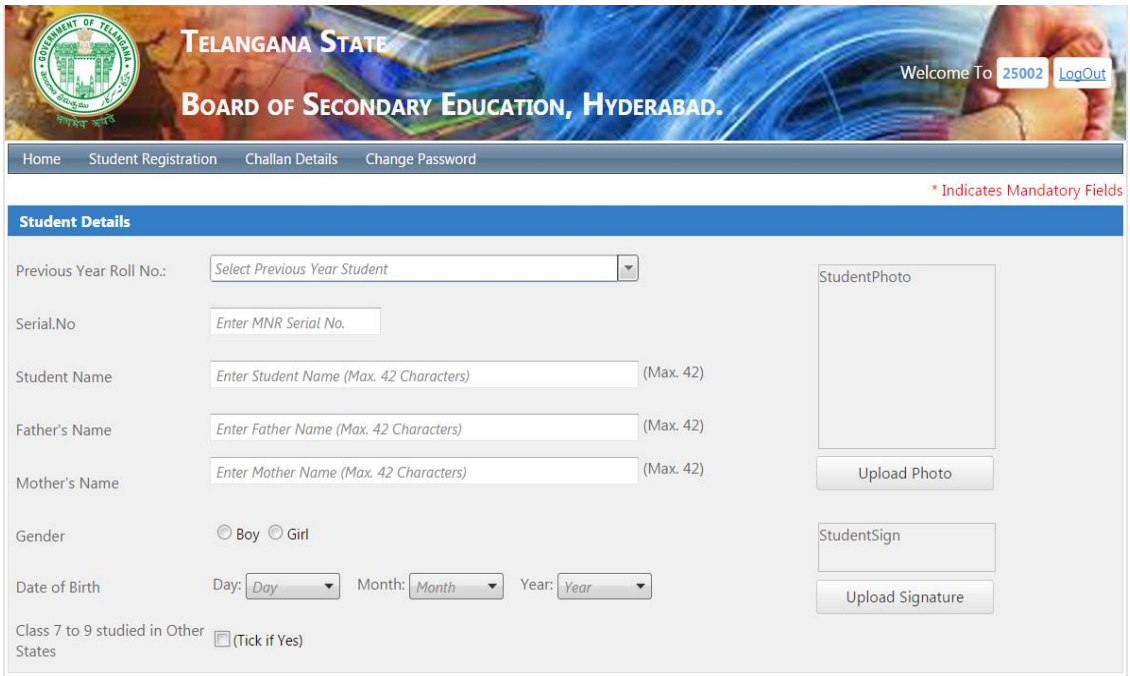
Fill the above details and press 'Submit' button, you will get 'Success' message. Similarly furnish the information of all the OSSC Private candidates.

V. Procedure to enter 'Failed in June 2014' Candidates Data :

1. Click 'Student Registration' button and Select 'Failed in June 2014' option as shown below.

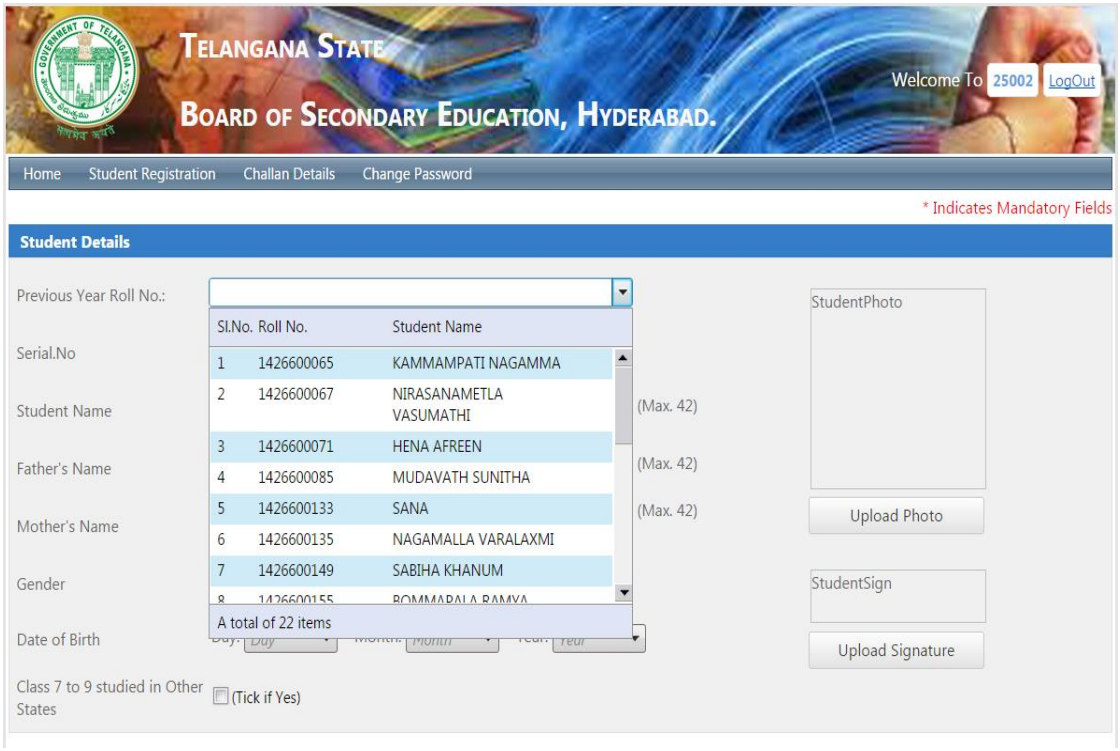

TELANGANA STATE
BOARD OF SECONDARY EDUCATION, HYDERABAD.
Welcome To 25002 LogOut
Home
Student Registration
Change Password
Regular Without Vocational
Failed in June 2014
Regular With Vocational
OSSC Regular
OSSC Private
Failed Prior to June 2014
School : 25002 - GOVT HIGH SCHOOL FOR GIRLS NALGONDA
MNR Sl.No.
Name
Gender
Date of Birth
Medium
Languages
Edit
Print
Confirm
2601 B 03/05/1998 U 01T02T_T 09H_H 13E14E_E Edit Print Confirm
2002 SAIRA P MOHAMADULLA ZOYA AMREEN G 02/03/2000 U 01U02U_U 09T_T EXEMPTED Edit Print Confirm
2003 PRIYANKA PALLAVI SARATH CHANDRA NAVEENA REDDY G 02/02/2000 T 01T02T_T 09H_H 13E14E_E Edit Print Confirm
1420 PRAVEEN KUMAR KANDULA K KANDKLUA L B 27/03/2001 E 01U02U_U 09T_T 13E14E_E Edit Print Confirm
2522 JAHNAVI REDDY HAREESH REDDY NEHA PALLAVI G 01/05/2000 E 01T02T_T EXEMPTED EXEMPTED Edit Print Confirm
1 2 3 4 5 6 7
Page size: 5
35 items in 7 pages

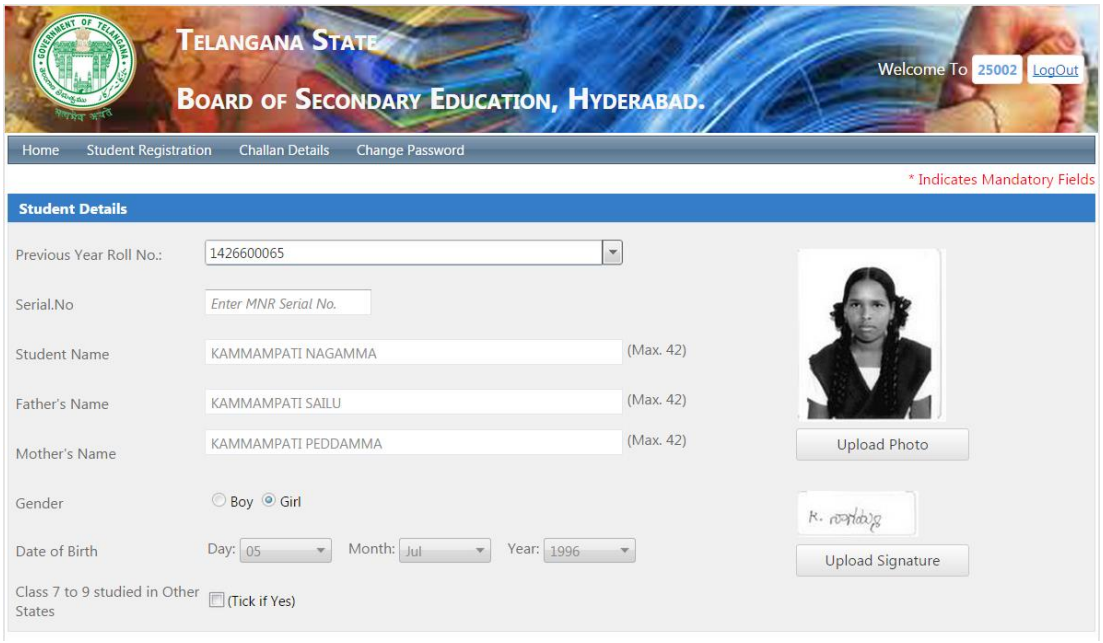
2. After selection the Web Application Form will be displayed as shown below

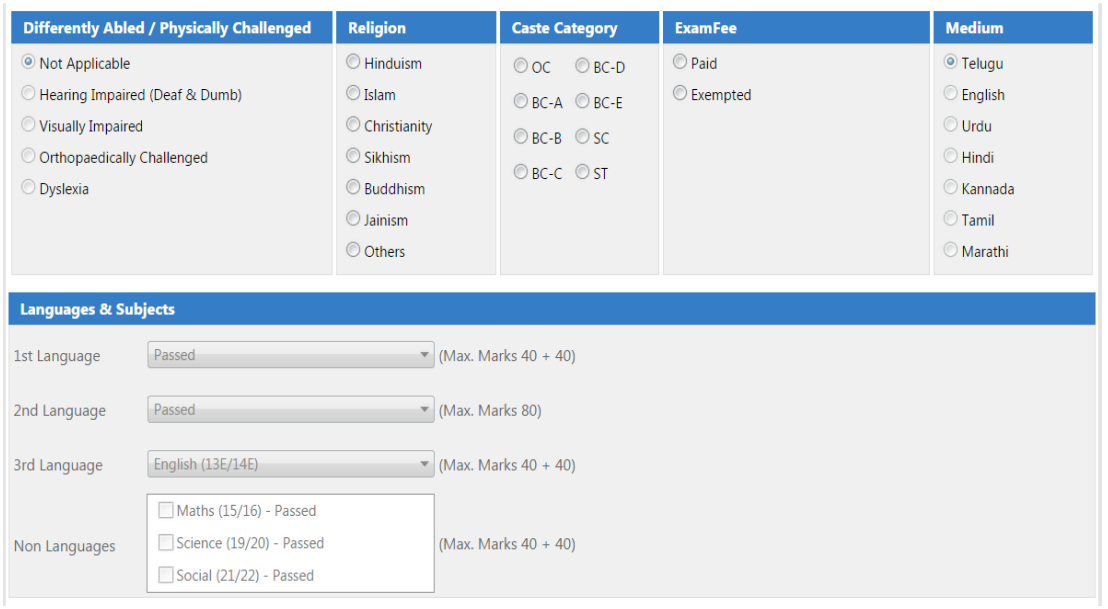


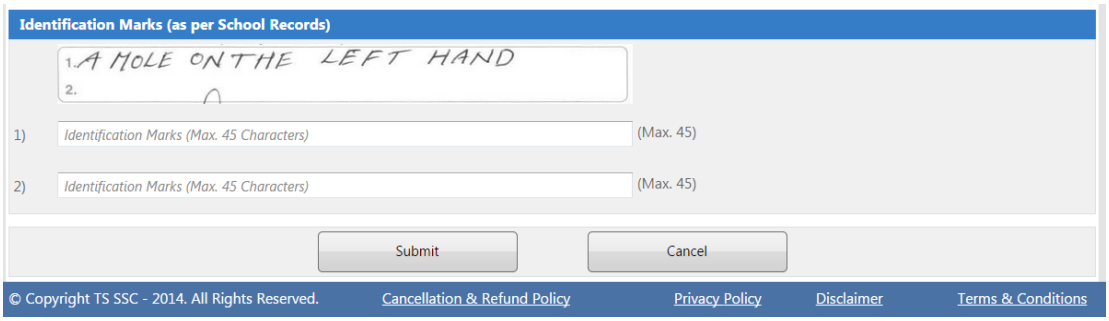
Click the 'Previous Year Roll No.' option, you will get list of students failed in June 2014.

Select student from the list.



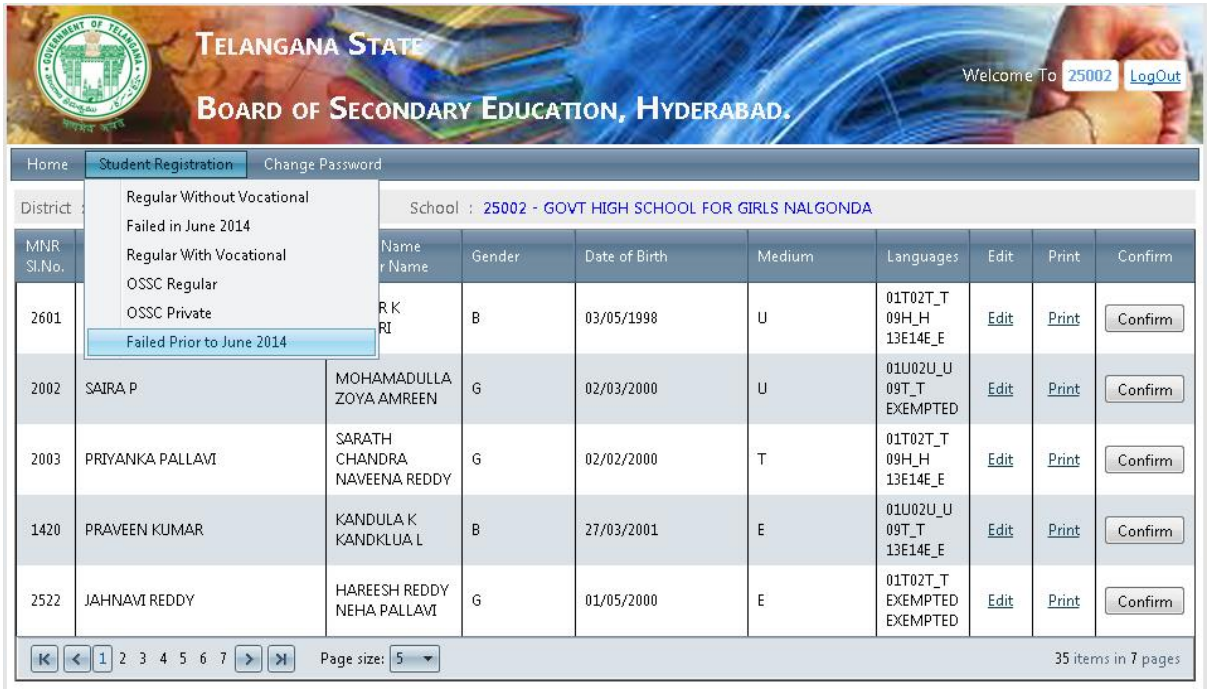

TELANGANA STATE
BOARD OF SECONDARY EDUCATION, HYDERABAD.
Welcome To 25002 LogOut
Home Student Registration Challan Details Change Password
* Indicates Mandatory Fields
Student Details
Previous Year Roll No.: 1426600065
Serial.No Enter MNR Serial No.
Student Name KAMMAMPATI NAGAMMA (Max. 42)
Father's Name KAMMAMPATI SAILU (Max. 42)
Mother's Name KAMMAMPATI PEDDAMMA (Max. 42)
Gender Boy Girl
Date of Birth Day: 05 Month: Jul Year: 1996
Class 7 to 9 studied in Other States (Tick if Yes)
Upload Photo
Upload Signature


Differently Abled / Physically Challenged
Not Applicable
Hearing Impaired (Deaf & Dumb)
Visually Impaired
Orthopaedically Challenged
Dyslexia
Religion
Hinduism
Islam
Christianity
Sikhism
Buddhism
Jainism
Others
Caste Category
OC
BC-D
BC-A
BC-E
BC-B
SC
BC-C
ST
ExamFee
Paid
Exempted
Medium
Telugu
English
Urdu
Hindi
Kannada
Tamil
Marathi
Languages & Subjects
1st Language
Passed
(Max. Marks 40 + 40)
2nd Language
Passed
(Max. Marks 80)
3rd Language
English (13E/14E)
(Max. Marks 40 + 40)
Non Languages
Maths (15/16) - Passed
Science (19/20) - Passed
Social (21/22) - Passed
(Max. Marks 40 + 40)

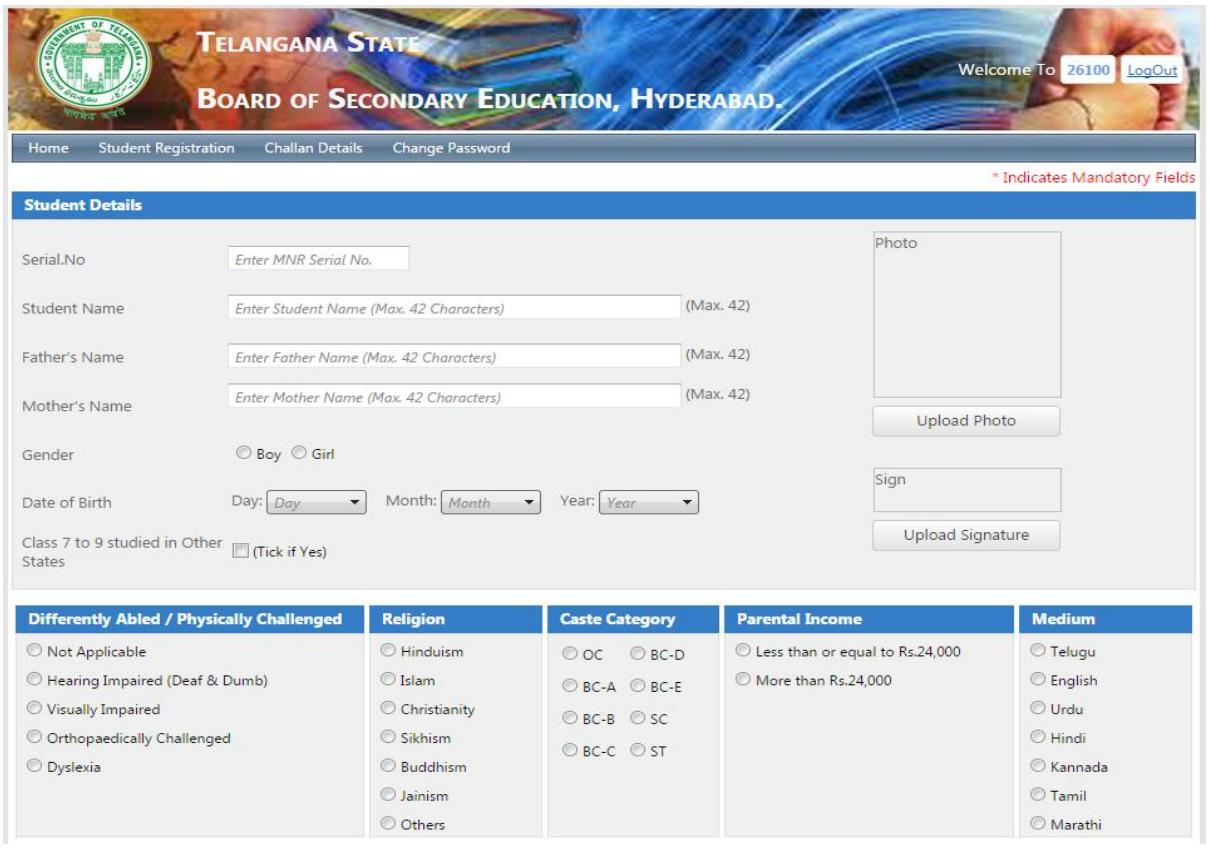

Identification Marks (as per School Records)
1. A MOLE ON THE LEFT HAND
2.
1)
Identification Marks (Max. 45 Characters)
(Max. 45)
2)
Identification Marks (Max. 45 Characters)
(Max. 45)
Submit
Cancel
© Copyright TS SSC - 2014. All Rights Reserved.
Cancellation & Refund Policy
Privacy Policy
Disclaimer
Terms & Conditions

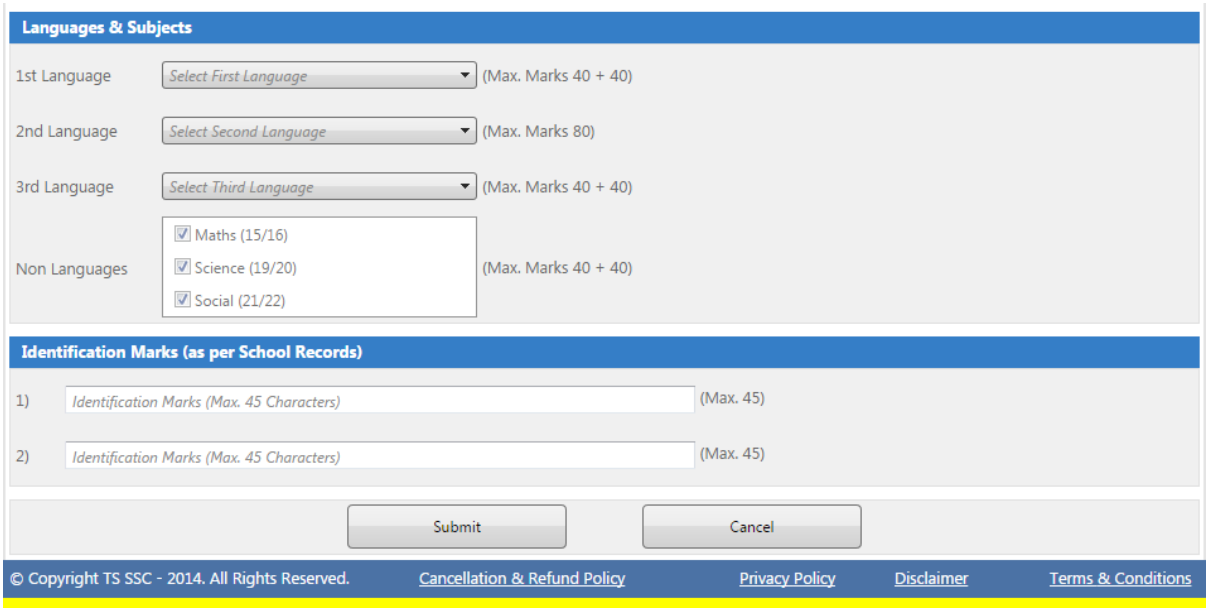
VI. Procedure to enter 'Failed prior to June 2014' Candidates Data :

1. Click 'Student Registration' button and Select 'Failed prior to June 2014' option as shown below.



2. The below Web Application Form will be displayed.





Fill the above details and press 'Submit' button, you will get 'Success' message. Similarly furnish the information of all the Failed prior to June 2014 candidates.

Once uploading of the Students data of all the streams of the School, verify each candidates data with reference to School records and carry out the mistakes if any. Then take the print out of the all the candidates and obtain signature of the student on the printouts, in confirmation with the student information furnished in the printout. If any candidate proposes the corrections in the printouts, again verify the corrections with reference to the School records and carry out the mistakes. Again the Head Master shall verify the students data and ensure that data is 100% accurate.

17. After thoroughly ensuring that the Student information is 100% accurate, then click '**Confirm'** button. Once '**Confirm**' button is clicked, '**Edit**' option will be blocked.

18. Take two printouts of the information of the Students of all the Streams, obtain the signature of the concerned students, duly affixing the signature of the Head Master also. One set can be preserved for office purpose and other set shall be sent to DGE office along with the following information.

a) OMR cum ICR Sheets.

b) Manual Nominal Rolls (MNRs).

c) Original fee Challan.

d) Figure statement.

e) Opening permission/ETRs in respect of Private/Aided.

f) Age condonation orders if any.

g) PH Certificates if any.

h) Second languages exemption certificates in respect of out of state candidates if any.

i) Fee exempted students list.

j) Memos of the failed candidates prior to 2014.